



External Providers Policy

Purpose:

Bonbeach Primary School aims to create and maintain a learning environment that facilitates development of the whole person and to promote a healthy, supportive and secure environment for all students. The school offers programs to enable students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community.

The purpose of this policy is to provide details and procedures for the management of external providers who deliver a part of a course, provide educational programs to students or access the school facilities for teaching an educational program to students. This policy outlines the general requirements for risk management and to ensure that external providers meet the compliance requirements.

Policy:

The school is a positive environment in which all teachers assume responsibility for student welfare, endeavouring to provide successful experiences for all students, where students feel and are safe and secure in a supportive environment and where a sense of belonging and wellbeing is strengthened. The students will learn in a variety of contexts.

External service providers can be individuals, businesses, not-for-profit organisations, community welfare agencies, Allied Health Professionals or philanthropic organisations that deliver programs and provide resources to schools, students and staff. Utilising external providers effectively can be a way to enhance learning. They can offer expertise and specialist knowledge that can give students new perspectives, enhance critical thinking skills and expand their knowledge base.

The school may access outside services to provide support for students and staff which may include:

- Psychologists
- Counsellors
- Teachers
- Mentors
- Tutors
- Social workers

Bonbeach Primary School accepts a duty of care to students accessing an external provider. The school will ensure regulations relating to VIT registration, appropriate qualifications and supervision will be observed. Where the school deems a learning environment to be in accordance with the learning, social and emotional development of the student, and where staff do not have VIT registration, the school will provide appropriate supervision of our students.

- The school will ensure that all external providers meet all regulatory requirements and fully comply with DET guidelines. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- The school will inform parents when students will be attending programs offered by external providers.
- Professional indemnity, public liability, building and contents and any other necessary insurance to cover the needs of programs offered by external providers is met by the provider if offered off site.

- An incursion or excursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Arrangements will be made for students not attending the incursion or excursion to continue their normal program at school, under supervision of another classroom teacher.
- All external providers must be approved by the Principal.
- In the case of external providers who visit the school to provide a service, the school requires copies of current Working with Children Checks and Public Liability Insurance as per DET guidelines.

Further Information and Resources

- Duty of Care Policy
- Camps and Excursions Policy
- Working with Children Checks Policy

Review Cycle

This policy was last updated in October 2019 and is scheduled for review in October 2022.